

TO: Personnel Committee Members

THRU: G. Robert Lee, County Administrator

FROM: Francine Bouldin, Human Resources Director

SUBJECT: Personnel Committee Minutes – Meeting of March 17, 2003

DATE: March 19, 2003

Meeting commenced at 12:30 p.m.

Attendees: Larry Weeks, Harry Atherton, Bob Lee, Randy Wheeler, Kevin Burke, Francine Bouldin.

The meeting agenda was approved.

Minutes of the February 24, 2003 meeting were approved.

Request to Reclassify Three Positions

Francine Bouldin shared with the Committee that Per policy 23, Position Classification, reclassifications are submitted in conjunction with the budget cycle. Accordingly, several positions were evaluated by MAXIMUS. The following recommendations were made:

<u>Current Position Title</u>	<u>Current Grade</u>	<u>Reclassified Position Title</u>	<u>Reclassified Grade</u>
Agricult. Development Officer	36	Agricul. Development Officer	38
Supervisor, Oper. & Support	28	Oper. Mgr., Environmental Svs.	32
Payroll Technician	22	Payroll Technician, Senior	23.

Mrs. Bouldin requested approval consideration to reclassify the positions as indicted above and add the new titles (Operations Mgr., Environmental Svs. and Payroll Technician, Senior) to the Fauquier County Position Classification and Compensation Plan.

Action: The Committee indicated that it required additional background information with respect to the requested reclassifications. The additional information will be presented at the April meeting.

Human Resources Policies

The following draft policies were presented to the Committee:

Policy 2I – Inclement Weather
Policy 2J – Leave Donation.

Mrs. Bouldin gave the following synopsis of policy revisions:

Policy 2I – Inclement Weather

Changes proposed to the Inclement Weather policy align the policy with current practice. Amendments to the draft policy are as follows:

1. When offices open at the regular time, no media announcements shall be made.
2. Employees scheduled to be on leave on an office-closing day shall be charged leave for that day.
3. Employees scheduled to be on leave on the day of a delayed opening shall be charged a full day of leave for that day.
4. In the event of an early closing, the County Administrator/designee shall notify employees via the “DL-Staff” email function.

Policy 2J – Leave Donation

At the Joint Personnel Committee meeting, the members reviewed a request to amend the Leave donation policy as follows:

Donations to recipients (leave donation forms) shall be processed in the order that they are received; and

Leave donated in excess of the amount required by the recipient for his/her own serious medical condition or to care for a spouse, son, daughter or parent with a serious medical condition shall be returned to the donor.

The Committee members agreed that the Leave Donation policy should be amended to reflect that leave donations would be prorated based upon the amount of leave donation received. Said amendment was to be brought back to each individual Personnel Committee.

Action: The Committee endorsed the draft human resources policies and recommended forwarding this item to the full Board for approval consideration.

Adjournment